

Evaluation of courses – e.g. summer semester 2024

(timing is similar each semester)

Dear lecturers, dear members of the Department of Mathematics, the evaluation of all courses at the Department of Mathematics will again take place **in digital form** this semester. The evaluation date has been moved forward a bit; however, we hope that this will give you enough time to reflect the results back into your course and to make adjustments in the course if necessary.

Lectures should be evaluated at the **end of June / beginning of July 2024** (if possible by July 5, 2024).

You will then receive the results approximately a few days after the end of the survey phase. You will then have sufficient time to also inform your students about the results and to discuss them.

After that, there may still be time to also prepare the subsequent evaluations for the individual exercise groups until the end of the lecture period.

In **block courses**, the evaluation should take place after about three quarters of the course time. In **seminars**, one of the later courses is suitable for the survey.

The **organizational process** is now established:

The lecturers will receive the **link** (and a **QR code**) for the survey by mail. Please pass this information on to your students by showing during the lecture, via the course pages (e.g. Moodle) or by mail and ask them to fill out the questionnaire at short notice. After July 5, 2024, the survey phase should be closed in most courses. If you want us to close your course later, please let us know.

It can be advantageous to have the students **fill out the questionnaires during the course**; experience has shown that the response rate is then somewhat higher; however, it is often also a good idea for students to fill out the questionnaires outside of the course.

Alternative TAN procedure: The TAN procedure can be used to ensure that all participants receive an individual survey link and therefore only answer once. The system can also be used to send reminders to those who have not yet taken part. Anonymity is also guaranteed in this procedure.

Please register **by June 14, 2024 at the latest** if you would like to use a TAN procedure. There are two options:

(i) The lecturers provide a **csv file with the e-mail addresses** of the participants (e.g. from LSF or Moodle); the individual survey links are then sent by e-mail.

(ii) The lecturers report the **number of TANs required** and receive the corresponding QR codes and links, which they can then print out, cut out and hand out to the participants during the course.

Depending on the type of course (lecture, seminar/proseminar/didactic seminar, study project, and additionally for tutorials/global exercises), there is an online questionnaire consisting of several sections.

Since the questionnaires are used department-wide, depending on the course, there are sometimes individual questions that may not really fit; these can then simply be omitted.

In some questionnaires (except for tutorials/global exercises) there is an **additional question** that you as a lecturer can arrange individually with your students in order to obtain the students' evaluation on an aspect of your choice if necessary (with a scale from "very good" to "very bad").

Tip

*Note: If one or two of the students write the **additional question** in the **"adjacent" free text field**, you will also still have the exact wording or topic of the additional question on file when reporting and evaluating the results.*

In order to be able to evaluate the (possibly numerous) **tutors** for the **lectures**, a question is provided to **indicate the tutorial** (No. 1 to No. 28 or "no fixed group").

In most cases the tutorials are numbered anyway; otherwise please provide an assignment (list on the lecture page or similar).

Very small courses: If the **number of students is very small ($n < 10$)** and if the students therefore decide to use a different type of feedback (cf. Regulations on Quality Management for Teaching and Learning at TU Dortmund University, § 7 (4)), please let me know briefly; then we will not wait in vain for more questionnaires.

Thank you in advance for your assistance! If you have any questions, just get in touch!

Many greetings,

Magdalena Thöne

Dean's Office (tel. 7833, e-mail: Magdalena.Thoene@math.tu-dortmund.de)

STUDENT COURSE EVALUATION (LVB = LEHRVERANSTALTUNGSBEURTEILUNG)

Information and notes on data protection

Notes for lecturers at the Department of Mathematics

What is the purpose of the student course evaluation (LVB)?

The LVB is an important element for the quality development and assurance of teaching and studying at TU Dortmund University. Among other things, student feedback serves to:

- allow your students to express praise and course-related criticism,
- provide you with feedback on the perceived quality of your teaching or training courses,
- to help you analyze the strengths and weaknesses of your own teaching and optimize it, if necessary,
- to provide the department with information from which measures to ensure and improve the quality and organization of teaching and continuing education can be derived.

On what (legal) basis is the data collected within the framework of LVB?

According to § 7 of the Law on Higher Education Institutions of the State of North Rhine-Westphalia (Hochschulgesetz NRW), TU Dortmund University is obliged to regularly review and evaluate the fulfillment of its tasks in the area of teaching for the purpose of quality development and assurance. The framework conditions of the evaluation procedures are defined in the *Regulations on Quality Management for Teaching and Learning at TU Dortmund University*.

Who is responsible for data processing?

The Dean's Office of the Department of Mathematics is responsible for the evaluation of teaching and studies in your course:

Prof. Dr. Stefan Turek, Dean

(0231) 755-3050

dekanat@math.tu-dortmund.de

What measures should be taken into account when conducting the surveys?

When conducting and evaluating the surveys, the anonymity of the participants must always be guaranteed.

If the survey is in paper form: The completed paper questionnaires should therefore be collected by an independent person (e.g. a previously appointed student) and handed in at a central location (e.g.

mailbox → set up by the department in front of the dean's office, M531) for evaluation.

For surveys in digital form: There are no assignments of questionnaires to persons who complete the LVB questionnaires.

In a course with less than ten participants, the LVB may only be evaluated by means of a questionnaire in accordance with the above-mentioned regulations if all participants of the course consent.

To whom are the LVB results transmitted?

The LVB results are primarily for yourself and the students of the respective course. The results will be sent to you by e-mail.

In addition, the Department Evaluation Commission analyzes the course-related results and derives appropriate quality development measures. The Evaluation Commission acts as an advisory body for the Department Council. The Department Council initially receives the results and the recommendations based on them without personal reference. Only upon request does the Department Council have access to the personal results to the extent necessary.

If you wish to publish your own results reports, care must be taken to ensure that individual survey participants cannot be identified by the form of presentation. For example, handwritten comments from free text fields must be removed before publication.

Some summaries can be found on the Mathematics department evaluation page:

<https://www.mathematik.tu-dortmund.de/fakultaet/studium-lehre/evaluation-der-lehrveranstaltungen>

Where can I get more information about data protection?

More detailed information on data protection as well as the contact details of the persons responsible for the organization of the LVB in the Department of Mathematics can be found at:

www.tu-dortmund.de/lvb

In addition, if you have any further questions, you can contact the data protection officer at TU Dortmund University:

(0231) 755 - 2593

datenschutzbeauftragter@tu-dortmund.de